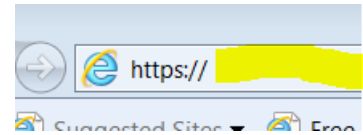


# How Do I Get My KHRIS User/Employee ID in the KHRIS Portal?

- Open Internet Explorer and type <https://KHRIS.ky.gov> in the address space.



The below page will appear:



- Click the Forgot KHRIS User ID? field.
- To enable the system to validate your employee status, enter your **work** email address. Click the 'Validate' button.
- Once the email address has been validated, an email will be sent with your KHRIS User ID and instructions on how to reset your password.

## ***Employees cannot retrieve their KHRIS User ID's if:***

- Employee is in a withdrawn/terminated status.
- If the email address entered does not match the work email address stored in KHRIS. Also if a work email address for the employee does not exist in KHRIS.
- If the employee is a dual employee the system will not be able to ascertain which KHRIS User ID to provide. You must contact your Insurance Coordinator/HR Administrator to retrieve the correct ID.